

**Wage Assessment Tool Checklist**  
**KPI 9.1**

Indicator	Yes	No	Comment
<b>Key Components of a good assessment Tool</b>			
Does the tool comply with relevant legislation and standards ? - <i>The Disability Services Act</i> - <i>Disability Services Standard</i> - <i>The Disability Discrimination Act</i> - <i>The Workplace Relations Act</i>			Essential
Is the tool valid? - does it assess what it claims to be assessing; - does it differentiate between individuals of different work capacity; and - does the tool cover all relevant elements of productivity and/or competency?			Essential
Is the tool reliable? - would different assessors achieve the same result when assessing the same person (inter-rater) - would the same assessor achieve the same result for similar situations or for the same person at different times (intra-rater)			Essential
Are there sound links to training and professional development?			Essential
Does appropriate planning and administration support the tool?			Essential
Are the assessors appropriately qualified and objective? - are assessors qualified in workplace assessment? - If assessors are internal, how does the service ensure independence and transparency?			Essential
Is there clear documentation of the nature and method of assessment?			Essential
Does the assessment methodology articulate the type of work and jobs employees actually do? Can employees confirm they do the jobs they are being assessed against?			Essential
Is the formal wage assessment process based on consideration of a training plan or policy?			Desirable
Is the wage outcome linked to an award or industry standard for the type of work undertaken?			Essential
Does the wage outcome reflect the capacity of the employee to complete the tasks constituting their job?			Essential
Does the wage outcome take the employees supplementary skills into account?			Essential
Is there a process in place to ensure that employees and advocates are fully aware of the way in which wages are determined?			Essential
Does the assessment methodology provide for advocate participation, independent review and the right for employees to raise disputes?			Essential
Is the tool Productivity-based? - example includes Supported Wage Assessment tool (SWAT) endorsed by FaCS (assessments funded by FaCS)			
Is the assessment process formalised?			Essential

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Is the assessment process objective?			Essential
Are the assessors qualified in workplace assessment?			Essential
How are the benchmarks set? - how is output of employees measured against an established benchmark (eg non disabled co-worker or supervisor) -			Essential
Do employees and advocates understand the assessment process?			Essential
How often are assessments undertaken? - what are the monitoring and review processes? -			Essential
Is the assessment outcome linked to an Award?			Essential
Is the assessment used as a ranking process?			Not appropriate
Does the assessment produce a fair outcome?			Essential
Is there an appeals/complaints mechanism?			Essential
Is the tool Competency based? - how are employees assessed in accordance with industry determined competencies? - How are competencies linked to training needs identification? -			
Does the assessed level of competency align to the wage outcome?			Essential
Does the tool assess both competency and productivity? (Hybrid) - Example includes Business Service Wage Assessment Tool (BSWAT) endorsed by FaCS. Assessments funded by FaCS.			
Are there competencies from the relevant national industry-training package?			Essential
Is there a linkage between the assessment and training?			Desirable